

the provisions of the Mentorship Program, students will work 20 hours a week in practicum status, and the other 20 hours in a paid temporary employment status.

3. All practicum students will go through the entire BCMS application process, and will be screened for acceptance. Those students not accepted by BCMS will complete their program through the traditional practicum

V. *INSTRUCTION WILL CONSIST OF:*

With the assistance and cooperation of the Medical Assistant Advisory Committee of San Antonio College, the Bexar County Medical Society, and the American Association of Medical Assistants-Bexar County Chapters members, an externship program has been established to enable students nearing program completion to receive a minimum of 240 hours of practical training and experience in approved outpatient health care facility under the supervision of the doctor, nurse or medical assistant.

- VI. *COURSE CONTENT:*** Through the 40 hour per week assignment to an operating medical office, the practicum provides “real life” practical application of all theory and competencies learned and practiced in all classes. This is a 240 hour capstone course for the Medical Assisting Program.

VII. *LEARNING OUTCOMES AND PERFORMANCE OBJECTIVES WITH METHODS OF MEASUREMENT TO DETERMINE MASTERY.*

Learning Outcome 1: The student will be able to define, describe, and comply with standard precautions and OSHA guidelines.

Performance Objectives/Methods of Measurement for this outcome.

1. The student will be able to differentiate between work practice controls and engineering controls. Method of measurement: Mentor evaluation under actual working conditions.
2. The student will be able to identify the components of Personal Protective Equipment (PPE) and describe the purpose of each. Method of measurement: Mentor evaluation under actual working conditions.
3. Student will be able to explain and demonstrate safety precautions in the clinical environment. Method of measurement: Mentor evaluation under actual working conditions.

Learning Outcome 2: The student will be able to safely perform, interpret and accurately document vital signs including their characteristics.

Performance Objectives/Methods of Measurement for this outcome.

1. The student will be able to discuss and demonstrate how to obtain accurate vital signs. Method of measurement: Mentor evaluation under actual working conditions.
2. The student will be able to discern variations from established ranges and state possible causes the variations. Method of measurement: Mentor evaluation under actual working conditions.
3. The student will be able to accurately document vital signs in the medical record. Method of measurement: Mentor evaluation under actual working conditions.

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Learning Outcome 3: The student will be able to safely perform electrocardiography

and provide basic interpretation of electrocardiogram.

Performance Objectives/Methods of Measurement for this outcome.

1. The student will be able to list the steps and precautions in the preparing a patient for an ECG. Method of measurement: Mentor evaluation under actual working conditions.
2. The student will be able to safely and properly place the electrodes on a patient to facilitate an acceptable electrocardiogram. Method of measurement: Mentor evaluation under actual working conditions.
3. The student will be able to accurately measure the basic elements of an ECG. Method of measurement: Mentor evaluation under actual working conditions.

Evaluation Ratio:

- | | |
|---|-----|
| 1. Time Cards and Journal entries | 5% |
| 2. Resume | 5% |
| 3. On Site and Written Clinical Evaluation | 50% |
| 4. Exit interview with Externship Coordinator | 40% |

Scans Competencies: All previously employed in subsequent courses.

Scans Foundations: All previously employed in subsequent courses.

CAAHEP STANDARDS: All previously employed in subsequent courses.

VIII. COURSE REQUIREMENTS AND GRADE COMPUTATION.

A. College Requirements:

A written, comprehensive final examination, not to exceed two and one-half hours in length, shall be given at the end of each semester for each course at the regularly scheduled time. Any exceptions to these requirements must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor.

A student who must be absent from a final examination should petition that instructor for permission to postpone the examination. **A student absent without permission from a final examination is graded "F"**. Postponed examinations result in a grade of "I". The final examination must be taken within 120 calendar days from the end of the semester or the grade automatically becomes an "F". (San Antonio College Bulletin, Faculty Handbook - January 1995)

B. Departmental Requirements:

Satisfactory completion of all course work with a minimum score of 70%.

Admission Requirements for Program

Advisement by faculty member and completion of program admission forms.

Current Physical Examination

Ability to meet the national medical assisting technical standards

Up to date and complete immunizations, to include completed Hepatitis B vaccination series.

Current TB test

Satisfactory Criminal Background Check
Negative Drug Screening results

C. Instructor Requirements:

Grading Policy:

90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D

Any student not meeting the exit interview and/or not providing the completed evaluation received from the practicum clinic, will receive an “incomplete” grade designation and will have 120 days in which to complete the exit interview and/or return the completed evaluation. If this college grade due date criteria is not satisfied, a grade of “F” will be recorded. If material is handed in within grading period, but is late, a 10 point deduction may be made.

*****If, during the Practicum a student is “fired” by the clinic, and investigation shows the action was warranted, a grade of “F” will be recorded, and the Practicum will have to be repeated during the next course offering.***

Materials Required:

Daily Log
Weekly Time Sheet
Evaluation Sheet(s)
Letter of Non-remuneration
Medical/Surgical Scrubs Uniform, White Shoes, Stethoscope
Watch with second hand.

IX. COLLEGE POLICIES

- A. San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services.
- B. Students are urged not to bring children to either a class or a lab. Minors under the age of twelve (12) must not be left unattended on campus. College Academic Council - April, 1998.
- C. ADA statement: “As per section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, if accommodation is needed, contact the Office of Disability Support Services, CAC 124C, Phone: (210) 733-2347.
- D. A Rapid Response Team exists for the purpose of responding to emergencies. If you have a disability that will require assistance in the event of a building evacuation, notify Disability Support Services, CAC 124C, Phone: (210) 733-2347.
- E. Academic Dishonesty: Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion. For additional information refer to the “Student Code of Conduct” in the San Antonio College Bulletin.
- F. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library. College Academic Council, 01/2000.
- G. San Antonio College Attendance Policy: Regular and punctual attendance at all classes and laboratories day and/or evening is required. A student absent for any reason is responsible for all work missed. Both tardiness and early departure from class are forms

of absenteeism. The instructor established the policy with regard to each. Absences of each student are recorded without exception. The counting of absences begins the first day of class. A student absent the equivalent of two weeks of instruction in a 16-week semester may be dropped by the instructor. If a student is dropped from a class for excessive absences, the instructor will record a grade of “W” (withdraw). It is the student’s responsibility to ensure that the withdrawals have been submitted.

H. San Antonio College is a smoke free campus.

I. ACCD DPS Emergency Phone Numbers:

ACCD DPS Emergency Phone (210) 222-0911

ACCD DPS General Phone (210) 208-8099

ACCD DPS Weather Phone (210) 208-8189 (For information on college closures)

J. Students must also abide by the policies, procedures, and rule set forth in the “Student Code of Conduct” and all other policies set forth in the San Antonio College Bulletin. [www.accd.edu/sa/sacmain/schedule/SAC Bulletin 05-06.pdf](http://www.accd.edu/sa/sacmain/schedule/SAC_Bulletin_05-06.pdf)

For successful completion of this course, the medical assistant student must demonstrate all competencies with a minimum of 70% accuracy using the resources available. Skill demonstration must be verified by clinic mentor and documented on evaluation sheet.

Objectives

1. Practice the role of the Medical Assistant as it relates to various duties in the office in regard to efficiency and professionalism.
2. Differentiate between acceptable and unacceptable behavior in the doctor’s office.
3. Identify the effect that the medical assistant has on the patients and visitors to the office, as well as other office workers and physician.
4. Correlate classroom theory with actual clinic/office experience.

Terminal Objective:

Upon completion of this course the student will be able to function effectively in the administrative and clinical areas of the physician’s office at the entry level by:

providing the opportunity for a student to acquire practical medical office knowledge and application in administrative and clinical assisting procedures,

allowing him/her to gain an understanding of the role he/she is to play on the medical office team.